

GUIDELINE C-3
(formerly 14-03)

Approval Responsibilities for Waste Disposal

Legislative Authority:

*Environmental Protection Act, RSO 1990, Part V, Sections
27, 30, 31, 32 and 39*

Responsible Director:

Director, Approvals Branch

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SYNOPSIS

The primary purpose of this guideline is to define the approval responsibilities for waste disposal applications. This guideline informs applicants which official of the Ministry is responsible for the review of, and decision on, the issuance or refusal of a waste disposal Certificate of Approval.

Technical details regarding the approval of organic soil conditioning sites are provided in Procedure C-3-1: "Sewage Sludge Utilization on Agricultural Lands and C-3-2: "Utilization of Waste (other than Sewage Sludge) on Agricultural Lands".

1.0 Introduction

This guideline describes which Ministry officials normally exercise approval responsibilities for specified waste disposal sites and certain waste management systems.

2.0 Regional Director's Role

Within the limits of the respective Ministry regional boundaries, each Regional Director or designated alternate(s) shall assume responsibility as "The Director" for the processing of applications for waste disposal sites under Part V of the *Environmental Protection Act*, except where:

2.1 Exceptions

- (a) a hearing on the applications is mandatory under Section 30 of the *EP Act*;
- (b) the application is made with respect to an emergency situation, as defined under Section 31, for which a hearing would otherwise be required under Section 30;
- (c) a hearing is to be held under Section 32 as may be determined through consultation between the respective Regional Director and the Director, Approvals Branch, in accordance with Guideline C-1: "Mandatory or Discretionary Hearings on Waste Disposal Sites";
- (d) a Certificate of Approval was originally issued by the

Director of the Approvals Branch pursuant to the exceptions 2.1(a), (b) or (c). This does not preclude the Regional Director from issuing a Certificate of Approval for a waste processing site or a transfer station at the same property.

2.1.1 When Hearings are Required

Where hearings are to be held, the Regional Director will notify the applicant in writing as early as possible that:

- (a) Approvals Branch shall co-ordinate the approval of the application; and
- (b) the Director, Approvals Branch, shall implement the decision of the Board.

3.0 Director, Approvals Branch

All other applications not within the authority of the Regional Director as set out above shall continue to be the responsibility of the Director, Approvals Branch, or designated alternate(s).

4.0 Designated Regional Staff

District Managers and certain other Regional staff are designated as Directors for organic soil conditioning sites and organic waste management systems. If the system involves transportation for disposal at a site other than an organic soil conditioning site, the Approvals Branch shall handle the application as a waste management system.

Regional Directors shall ensure that:

- (a) each District Manager deals only with applications for his or her District; and
- (b) when the District Manager is unavailable, a replacement is designated in writing. The replacement shall be a Director for organic soil conditioning sites and organic waste management systems.

Where a hearing is to be held under Section 32 of the *EP Act*, the matter shall be dealt with by Approvals Branch, as set out above.

4.1 Technical Details

Technical details may be found in the two procedures: C-3-1, entitled "Sewage Sludge Utilization on Agricultural Lands" and

C-3-2, entitled "Utilization of Waste (Other Than Sewage Sludge) on Agricultural Lands" and their successors.

5.0 Summary of Responsibilities

5.1 Director, Approvals Branch

- (a) All applications concerning waste management systems, except organic waste management systems where the system involves transportation to an organic soil conditioning site.
- (b) All applications concerning waste disposal sites which require a hearing, including:
 - (i) liquid industrial wastes;
 - (ii) hazardous wastes;
 - (iii) sites serving a population in excess of 1,500; and
 - (iv) all other sites where it is determined a hearing will be held.
- (c) All applications concerning waste disposal sites where the applications are made with respect to an emergency situation, as defined in Section 31 of the *EP Act*, for which a hearing would otherwise be required.

5.2 Regional Directors and Designated Regional Staff

- (a) Applications concerning organic waste management systems where the system involves transportation to an organic soil conditioning site.
- (b) Applications concerning waste disposal sites which do not require a hearing, including:
 - (i) sites serving a population less than 1500;
 - (ii) organic soil conditioning sites; and
 - (iii) processing sites and transfer stations.